

7/1/92

SUBJ: TRAVEL MANUAL

1. PURPOSE. This transmits Supplement 9 to FAA Order 1500.14A (Order DOT 1500.6A), Travel Manual.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. EXPLANATION. This supplement implements several policies affecting permanent change-of-station moves, which were approved by the Administrator on September 3, 1991. The policies are intended to make agency moves more efficient and cost effective.
4. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

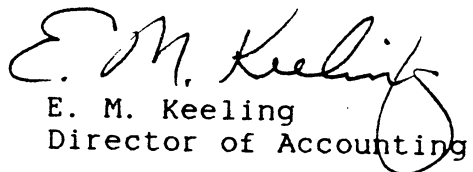
PAGE CONTROL CHART

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		(5-xii-S1 and) 5-xii-S2 (Following DOT 1500.6A page 5-xii)	7/1/92
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5-108-S1 (and 5-108-S2) 7/1/92
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E. M. Keeling
Director of Accounting

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FA SUPPLEMENTAL PAGE

5-0102-S1. ELIGIBILITY. It is neither cost effective nor efficient to frequently move an employee. The transferred employee shall be eligible for another voluntary PCS move at the Government's expense provided that the employee has worked at the new duty station for at least 12 months from the date the employee became fully qualified for the position at that location. This requirement is not intended to preclude an employee from accepting a position at another FAA location prior to becoming eligible for another PCS move, but it may cause the move to be at the employee's own expense. This 12-month requirement shall not apply when subsequent movement of the employee results from a reduction-in-force or other involuntary transfer. Associate/assistant/regional administrators and center directors may approve additional exceptions to this policy under circumstances in which the policy is unfair or may adversely impact the agency's mission. Requests for exception to the 12-month time requirement must be in writing and provide clear justification as to why an exception should be allowed. The authority to approve exceptions shall not be redelegated.

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FA SUPPLEMENTAL PAGE

5-0802a(1)-S2. INITIAL PERIOD OF TEMPORARY QUARTERS. The allowable initial period of temporary quarters shall be reduced by the number of days the employee used for a trip to seek residence quarters.

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5-0802a(2)-S1. ADDITIONAL TIME IN CERTAIN CASES. Extensions to the initial period of temporary quarters shall be approved in not more than 30-day increments with approval at the associate/assistant/regional administrator or center director level. The authority to approve extensions shall not be redelegated. The total 120-day allowable period for temporary quarters including the initial period and extensions shall be reduced by the number of days the employee used for a trip to seek residence quarters. However, associate/assistant/regional administrators and center directors may approve exceptions to the reduction in temporary quarters for time spent on a trip to seek residence quarters under circumstances in which the policy is unfair or may adversely impact the agency's mission. Requests for exception must be in writing and provide clear justification as to why an exception should be approved. The authority to approve exceptions cannot be redelegated.

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5-1108a(1)-S1. EMPLOYEES ELIGIBLE. Use of the homesale service shall be authorized only when the distance between the new duty station and the old residence is more than 35 miles greater than the distance between the old residence and the old duty station. Employees are eligible to accept the contractor's appraised value offer provided they have marketed the home through a real estate broker of their choice for at least 30 days without receiving a bona fide outside offer that is greater than or equal to its appraised value. Requests for exception to this policy shall be approved by associate/assistant/regional administrators and center directors based upon written justification that shows the policy is unfair in the particular circumstances or will adversely impact the agency's mission. The authority to approve exceptions shall not be redelegated.

5-1108a(2)-S1. EMPLOYEES INELIGIBLE. Employees are ineligible for the homesale service when the distance between the new duty station and the old residence is 35 miles or less. Employees who refuse to market their homes for at least 30 days are ineligible for the homesale service.

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5-1109d-S1. OPTIONAL USE OF SERVICES. An employee who requests the homesale service may accept the appraised value offer provided the employee has marketed the home for at least 30 days and has not received a bona fide outside offer that is greater than or equal to the appraised value offer. If the employee receives an outside offer, which is not bona fide as determined by the relocation services contractor, the employee may opt to continue to market the home for a bona fide offer during the 60-day appraised value offer period, accept the contractor's appraised value offer after meeting the 30-day marketing requirement, or sell the home outside of the contract and submit a claim to the FAA for reimbursement of allowable selling expenses.

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5-1110c-S1. EMPLOYEES. Employees are required to market their homes for at least 30 days to be eligible to accept the relocation services contractor's offer to purchase the home at its appraised value. Relocation services are more cost effective when employees find buyers for their homes under the contract's amended value offer provisions. Employees may satisfy the 30-day marketing requirement by listing the home with a real estate broker of their choice prior to or concurrent with the relocation service's appraisal process. Each employee using relocation services must include an exclusion clause in the listing agreement with the real estate broker, which will protect the employee from any obligation to the broker if the employee sells the home to the contractor during the listing agreement period prior to accepting the relocation services contractor's appraised value offer to seek higher bona fide offers that may be processed as amended value offers or assigned sales.

